



OFFICE OF
PAYMENT SERVICES
CSU BAKERSFIELD



PROCARD Communications

ProCard Reconciliation Guide

Table of Contents

- Reconciliation Notice 3
- Navigation 3
- Edit Statement Report 5
 - Search for statement report 5
 - Add transaction descriptions and categories 6
 - Edit chartfield distribution 7
- Download Statement Report 8
- View and Download a Prior Month’s Statement Report 10

Reconciliation Notice

At the end of each ProCard billing cycle, all active cardholders will receive an email notifying them that their monthly statement report is available to be reconciled in CFS. Cardholders have 7 business days from the date of the notification email to edit their statement report. The ProCard Billing Cycle Calendar posted on the ProCard homepage lists all billing cycle end dates and deadlines for the current fiscal year.

Important: the statement report can only be edited in CFS during the 7-day reconciliation period. If the cardholder does not edit their statement during the reconciliation period, all transactions on the report will post to their default chartfield string. If the cardholder wants to reallocate transactions after the reconciliation period has passed, they will need to submit an Expenditure Transfer Form to Accounting & Reporting Services. Prior months' statement reports can be viewed and downloaded from a separate page in CFS but cannot be edited. Instructions for viewing and downloading a prior month's statement report are provided at the end of this guide.

Cardholders should log into CFS and check for a statement every month when they receive the reconciliation email, even if they do not believe they have made any transactions during the current billing period.

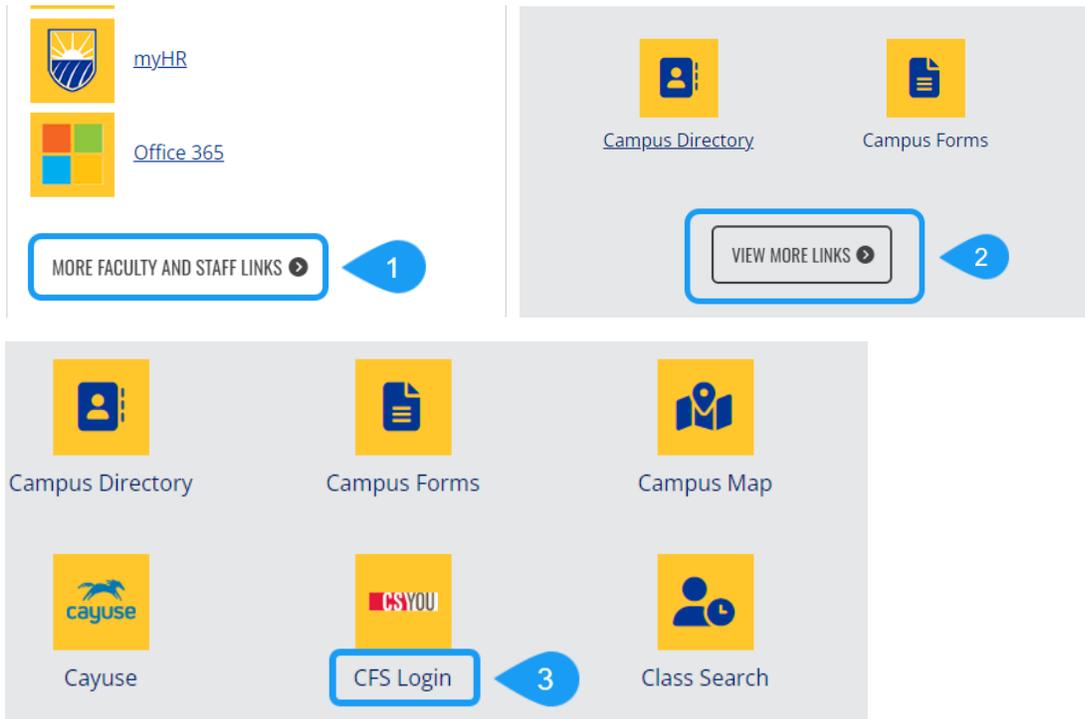
Navigation

Begin by logging into CFS:

1. Go to **Faculty and Staff** on the CSUB homepage.

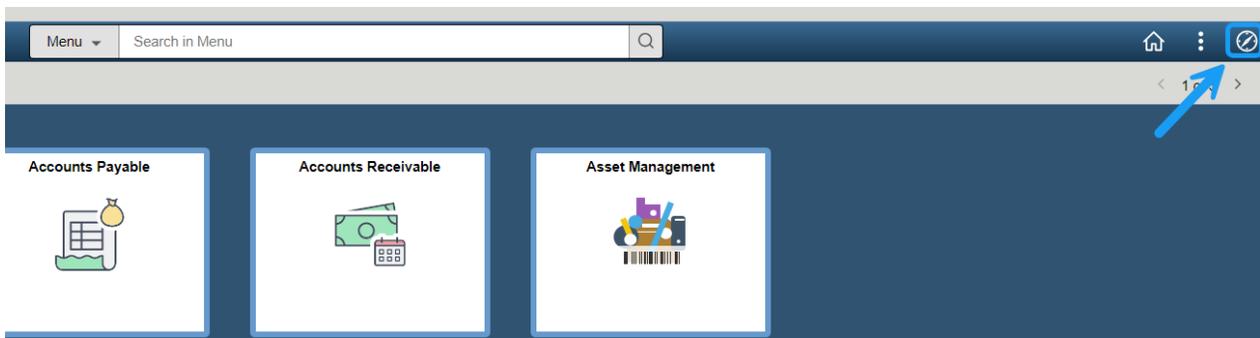


2. Go to **More Faculty and Staff Links > View More Links > CFS Login.**

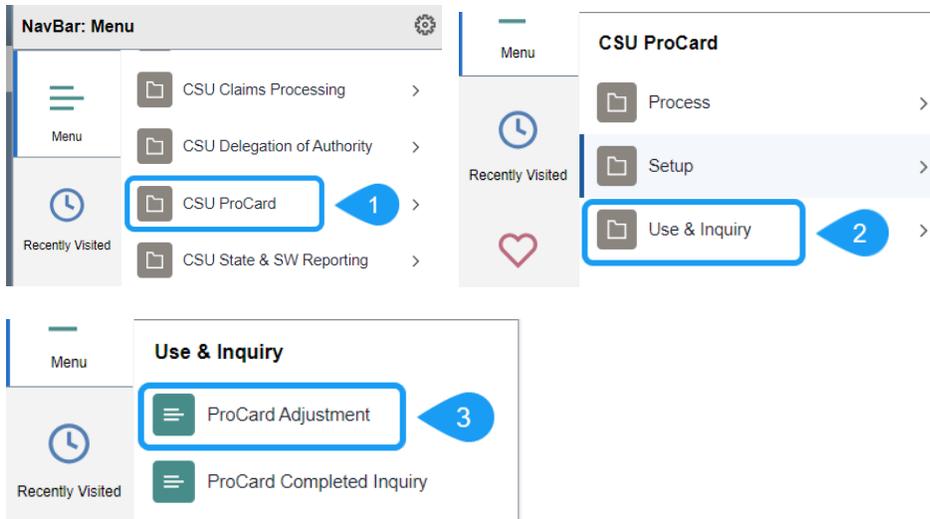


3. Select Bakersfield from the campus dropdown menu and sign into CFS using your SSO login. This will take you to the CFS homepage.

4. Click the NavBar icon in the top right corner of the screen.



5. In the NavBar menu, go to **CSU ProCard > Use and Inquiry > ProCard Adjustment.**



Edit Statement Report

Begin by searching for your report:

1. Enter your business unit and name into the search fields and click Search. This should open your statement report for the current month.

Note: if you don't have a statement for the current month, no results will display in the search. However, an incorrect business unit or name can also cause the search to yield no results, so be sure to double-check that your business unit and name are entered correctly if the results come up blank.

ProCard Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Business Unit =

Origin begins with

Invoice Date =

Last Name begins with

First Name begins with

Invoice Number begins with

Case Sensitive

2. You are now viewing your statement report. If View All is highlighted, click on it to view all transactions on your report.

Business Unit: BKCMP ProCard Origin: USB Name: WOHLGEMUTH, BIANCA #200051805
 Invoice: PC04240158 Invoice Date: 04/11/2024 Total: 405.72  Process Monitor

View Attachment

- Attachment 1
- Attachment 2
- Attachment 3
- Attachment 4

Transactions
 |  1 of 2  [View All](#)

Supplier Name: ARAMARK CSUB CATERING State: CA 

3. Review the transactions and verify that all transactions are valid.

Note on unauthorized transactions: if the statement report contains a transaction that is unauthorized, unrecognized, or erroneous, the cardholder should call US Bank Customer Service at **1-800-344-5696** and file a dispute. A dispute can be filed up to 30 days from the transaction date. When you call US Bank, you will need to give them the address, phone number, and card limits associated with your ProCard account. If you don't know this information, email procard@csub.edu and the ProCard Office will provide it to you.

4. Once all transactions have been verified, reconcile each transaction to your backup documents and add a description and category:
 - a. Select the Reconciled checkbox to indicate that the transaction has been matched to your backup documentation.
 - b. Delete the text in the Description field and enter a brief description of the transaction, including the business purpose.
 - c. Select the checkbox for whichever item category best fits the transaction (Equipment, Service, Tax, Hospitality, Registration, Other, or Disputed).

Supplier Name: AMERICAN RED CROSS State: DC  Reconciled

Transaction Date: 07/23/2024 Merchandise Amount: 37.00

Description: 

209 characters remaining

Reference #:

Equipment Tax  Registration Printing/Promo Computer
 Service Hospitality Other Disputed Travel

Note on Hospitality and Travel: the description for hospitality and travel transactions should include the event/trip name and date(s).

Note on Disputed Transactions: if a transaction is being disputed, select Disputed as the item category and note in the description field that the transaction is fraudulent/erroneous. No backup documentation is required for disputed transactions when you submit your statement packet.

5. Review the chartfields for each transaction and edit them if needed. Use the magnifying glass icons beside each chartfield to search for and select active chartfields. All chartfields can be edited except for the business unit. If you are unsure which chartfield to charge, check with your department coordinator or budget analyst.

Distribution

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	BKCMP	660003	MN001	D23330				37.00	+	-

Save Return to Search

Note on Hospitality: hospitality transactions must always be moved to a hospitality account code (660828, 660090, or 660932). Account 660003 (default account code for most ProCards) may not be used for hospitality.

If you need to divide a transaction between multiple chartfields, you can add chartfield lines by clicking the + icon at the right-hand side of the screen. Be sure to edit the distribution amounts for the lines when you're done so that the total of all lines adds up to the original transaction amount.

Distribution

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	BKCMP	660003	MN001	D23330				37.00	+	-
2	BKCMP							0.00	+	-

6. When you're finished making changes to your report, click **Save** at the bottom of the screen.

Reference #:

Equipment Tax Registration Printing/Promo Computer
 Service Hospitality Other Disputed Travel

Distribution

1-2 of 2 | View All

	GL Business Unit	*Account	*Fund	DeptID	Program	Class	Project	Distrib. Amt.		
1	BKCOMP	660003	MN001	D23330				17.00	+	-
2	BKCOMP	660003	BK001	D23330				20.00	+	-

Note on Attachments: you do not need to use the attachment files provided in CFS. This feature was provided to the campus automatically and is not part of our ProCard reconciliation process. All necessary attachments will be uploaded to the ProCard Reconciliation and Approval Form before you route it for signatures.

Download Statement Report

1. Click the printer icon at the top of the screen to generate your report.

ProCard Adjustment

Business Unit: BKCOMP ProCard Origin: USB Name: ALLRED, JESSICA #000337766
 Invoice: PC08240037 Invoice Date: 08/13/2024 Total: 48.99

[Process Monitor](#)

Attachments

2. After you've clicked the printer, click **Process Monitor**. This will take you to the Process Monitor page.
3. The top row in the Process List will show you the status of your report. Initially, the Run Status will be Queued and the Distribution Status will be N/A. Click Refresh until the Run Status is **Success** and the Distribution Status is **Posted**.

Process List

View Process Request For

User ID: 35001306903 Type: Last: 7 Days
 Server: Name: Instance From: Instance To:
 Run Status: Distribution Status: Save On Refresh [Report Manager](#)

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	28513990		SQR Report	CSUPO008	35001306903	08/06/2024 4:11:43PM PDT	Queued	N/A	Details

- Once the Run Status and Distribution Status have changed to Success and Posted, click **Details**.

Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
SQR Report	CSUPO008	35001306903	08/06/2024 4:11:43PM PDT	Success	Posted	Details	▼Actions

- Click **View Log/Trace**.

Process Detail

Process

Instance	28513990	Type	SQR Report
Name	CSUPO008	Description	ProCard Statement
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	002
Location	Server
Server	PSUNX
Recurrence	

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

Request Created On	08/06/2024 4:11:43PM PDT
Run Anytime After	08/06/2024 4:11:43PM PDT
Began Process At	08/06/2024 4:12:05PM PDT
Ended Process At	08/06/2024 4:12:19PM PDT

Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)

- Click on the second file in the File List. This will open a PDF of your statement report.

File List

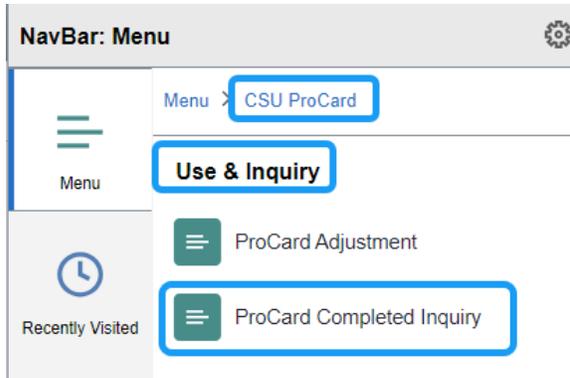
Name	File Size (bytes)	Datetime Created
SQR_CSUPO008_28513990.log	1,796	08/06/2024 4:12:19.135278PM PDT
csupo008_28513990.PDF	6,937	08/06/2024 4:12:19.135278PM PDT
csupo008_28513990.out	282	08/06/2024 4:12:19.135278PM PDT

- Save the PDF to your computer. You are now ready to compile your backup documentation and submit your reconciliation packet using the ProCard Reconciliation and Approval Form.

View and Download a Prior Month's Statement Report

Note that statement reports for prior months can only be viewed and downloaded, not edited. Prior months' reports are not available on the ProCard Adjustment page, but can be viewed and downloaded from a separate page, ProCard Completed Inquiry.

1. In the NavBar menu, go to **CSU ProCard > Use & Inquiry > ProCard Completed Inquiry**.



2. Enter your business unit and name in the search criteria. This will display a list of all your previous months' statement reports. Click on a statement in the search results to open it.

Note: you can also search for a specific report by entering the invoice date and/or invoice number.

Find an Existing Value

▼ Search Criteria

Business Unit = BKCMP

Origin begins with

Invoice Date =

Last Name begins with wohlgemuth

First Name begins with

Invoice Number begins with

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Search Results

View All 1-10 of 10

Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
BKCMP	USB	05/11/2023	WOHLGEMUTH	BIANCA	PC05230157	200051805
BKCMP	USB	06/13/2023	WOHLGEMUTH	BIANCA	PC06230155	200051805
BKCMP	USB	10/11/2023	WOHLGEMUTH	BIANCA	PC10230147	200051805
BKCMP	USB	11/13/2023	WOHLGEMUTH	BIANCA	PC11230154	200051805
BKCMP	USB	12/12/2023	WOHLGEMUTH	BIANCA	PC12230144	200051805

3. If View All is highlighted, click on it to view the full report.
4. Follow the steps provided in the **Download Statement Report** section to download the report.